

Implementation of the Knowledge Exchange Concordat



Welcome and thank you for joining us for today's webinar.

While waiting, please familiarise yourself with the following:

Chat: Feel free to introduce yourself here or share thoughts/comments with the other attendees.

During the session, please submit questions to our panellist and hosts for **Dr Phil Clare** to discuss.

If you have any technology challenges, you can message us through the chat function and we will do our best to support.

We are looking forward to getting started in a few minutes!

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Indicative timescales



September 2020: Implementation Plan & timeline published

October 2020: ask to institutions (principles and development year for England) & launch

October 2020: guidance for English providers and action plan template published

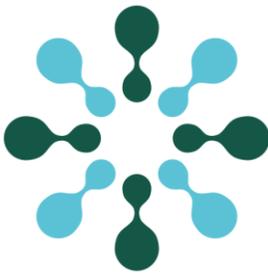
November 2020 – April 2021: action plan drafting

May – July 2021: submission period

September 2021: feedback returned to institutions?

December 2021: overall evaluation of the process and impact & decisions to be made for Y1

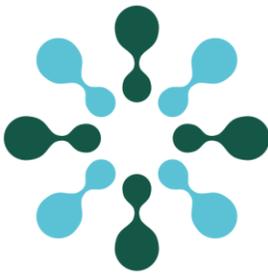
Signing up



- A Letter of Commitment pro forma sent to heads of higher education providers (HEPs) on 26th October 2020
- Two asks: principles and the development year for England (2020-21)
- Named contact identified by the head of the HEP in the pro forma
- Names of institutions will be published on the portal in 2 lists: principles-only and development year for England
- Deadline for signing up to the development year is **8th January 2021**
- Rolling signing-up process for the principles-only

If your HEP has not received the Letter of Commitment pro forma, contact keconcordat@universitiesuk.ac.uk.

Signing up – non-English HEPs



- Non-English HEPs are invited to sign up to the principles and, if desired, participate in the development year for England
- If a non-English HEP participates in the development year for England, this does **not** exempt them from participating in the process being developed in their own nation, in which they are expected to participate
- Sign up via the Letter of Commitment sent to the head of the HEP
- The relevant devolved HE funding body will be made aware of a HEP's participation in the development year for England and will be given the details of the named contact provided in the pro forma

If your HEP has not received the Letter of Commitment pro forma, contact keconcordat@universitiesuk.ac.uk.

Expectations of signatories



Principles

- Publicly commit to the KE concordat
- Adopt the eight principles outlined in the KE concordat as a framework for effective KE
- Actively engage with the KE concordat through forums and webinars and share good practice
- Following the development year, participate in an evaluation process during which a HEP will carry out a self-evaluation and produce an action plan

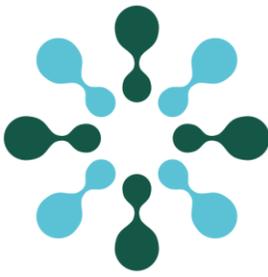
Development Year for England

- Make it clear to staff, students and partners what they will do and how they expect to work with their partners
- Conduct a self-evaluation of their strategy for KE and practices, using the KE concordat principles as a framework
- Submit an action plan that identifies the areas where improvement is needed, the **top five priority actions** for the HEP across the eight principles, and innovative practice that can be shared as good practice
- Consider and respond to feedback and advice from the evaluation panel

Subsequent Years

- Publish a follow-up action plan that identifies progress in achieving the priority actions, and implementing innovative practice, and considers additional areas where improvement is needed every **two to three years**
- Consider and respond to feedback and advice from the evaluation panel

Summary of institutional strategic objectives for KE



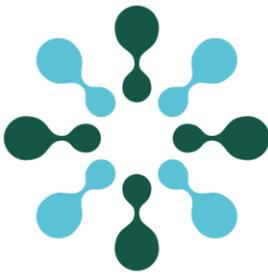
- Designed to highlight the HEP's current strategic approach to KE to evaluators
- Action plan should align with institutional strategic objectives for KE
- Evaluators can comment on how effective they think the alignment is, whether actions are relevant, sufficient and appropriately resourced, and whether there is good practice that could inform and develop the institutional approach
- Evaluator feedback on the action plan will consider the level of **ambition** in the context of the institutional strategy for KE, self-evaluation and top five priority actions
- **No expectation for all institutions to have a dedicated, separate KE strategy**
- May reference further documents as hyperlinks, although evaluators are not expected to read any listed further reading
- The summary should be as comprehensive as possible within the outlined word limit (**500 words**)
- HEPs are welcome to refer to KEF institutional context narratives or their HEIF accountability statement strategic objectives narrative, if applicable

Self-evaluation summary (including gap analysis)



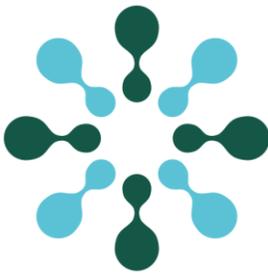
- **This exercise is designed to guide and support HEPs to improve their KE practices, policies and strategies. It is not intended to direct or dictate how a HEP approaches KE**
- Help to reveal what HEPs could do to align with the eight principles of the KE concordat in the context of the HEP's strategic priorities
- The summary should outline the main conclusions of the self-evaluation exercise and identify the relevant gaps in practices, policies and strategies for KE against the principles of the concordat
- HEPs should refer to the approach adopted to carry out the self-evaluation, key priority actions (drawing on the gap analysis), recent successes and challenges, and the overall organisational approach for taking forward the actions in the action plan
- HEPs can draw on other institutional information and other sector concordats, if applicable

Self-evaluation summary (including gap analysis)



- No prescribed way to carry out a self-evaluation for the KE concordat – encouraged to use their preferred tool
- Methodology and tool used to carry out the self-evaluation should be outlined in the summary
- PraxisAuril, in collaboration with UUK, GuildHE and others, is committed to supporting members with self-evaluation tools and will work across the sector during the development year to deliver an approach to self-evaluation that is clear and constructive
- We are hosting early discussions with HEPs on their approaches to self-evaluation and completing the action plan in a webinar on **21st January 2021**
- **Summaries will not be published during the development year**
- Examples of good practice may be shared after the pilot year and shared on the KE concordat portal, with permission
- The self-evaluation summary should not exceed **1000 words**.

Action plan

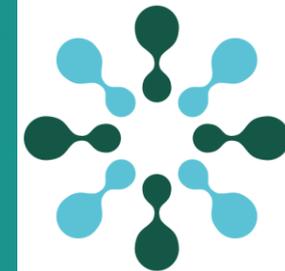


Structure:

- 1 – Summary of institutional strategic objectives for KE
- 2 – Self-evaluation summary (including gap analysis)
- 3 – Action Plan

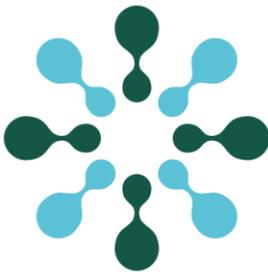
- HEPs will draw on the gaps identified in the self-evaluation and gap analysis and translate these into actionable steps, outlining the five top priority actions in the action plan
- Relevant enablers should be used to demonstrate how the HEP will achieve its objectives

Action plan



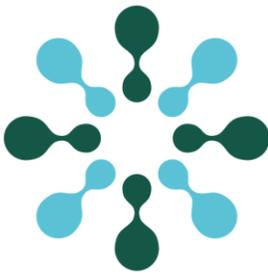
KE concordat principle	To what extent does your higher education provider meet this principle (e.g. on a scale of 1-4, where 1 is 'not at all' and 4 is 'entirely')?	Where gaps have been identified in the self-evaluation exercise, please provide details of your improvement plan for meeting the requirements of this principle. Please indicate the resources to support the plan.	Please identify the top five priority actions for your higher education provider. These five priority actions should be taken across the eight principles (five in total).	Please provide examples of innovative practices that demonstrate how your higher education provider meets this principle. We welcome at least one example for each principle, with five as a maximum per principle.	What timescales are needed for your higher education provider to implement the relevant improvements (e.g. 0–6months, 6–12 months, 12–18 months, 18-24 months, 24+ months)?	Who are responsible for the top five priority actions for your higher education provider? (Please give positions and departments.)
1. Clarity of mission						
2. Policies and processes						
3. Engagement						
4. Working transparently and ethically						
5. Capacity building						
6. Recognition and rewards						
7. Continuous improvement						
8. Evaluating success						

Action plan



- Enablers will **not** be viewed as a checklist and we encourage the use of innovative enablers that can be used and shared as examples of good practice with the sector
- Action plan should not exceed **500 words per principle**
- **Evaluators will not regard this section or any others based on length. There is no expectation that HEPs should reach the advised limit of this section or any others.**
- Action plans will be evaluated against the context provided in the summary of institutional strategic objectives for KE
- **Action plans will not be published or made publicly available during the development year**
- Submissions can be made from 1st May 2021 to 31st July 2021 via the portal

The Evaluation Process



Evaluation & Feedback

- Action plan allocated to 3 panel members for reading and feedback
- Evaluators assigned to an action plan based on criteria
- Comment on ambition of the action plan in relation to institution's KE priorities
- Evaluators can suggest additional actions if they feel strongly, though this is not a requirement
- This is a pilot

Evaluation panel

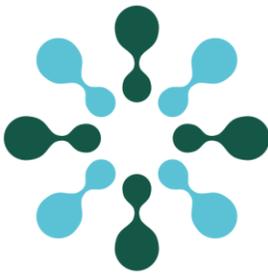
- Strong emphasis on EDI
- International panel members?
- Nominations to open in December 2020 with selection taking place in February 2021

Support and engagement



- Individual dialogue will be offered to each institution that signs up to the development year for England
- Deep dives into each principle with PraxisAuril and partners
- Principles 1 – 8 covered between November 2020 and February 2021
- Dives will start on **24th November** and will be advertised via the KE concordat portal events page
- Webinar on policies, practices and strategies on **21st January 2021**

Thoughts and Questions



Please submit questions through the chat function

If you would like to contact the KE concordat team after today's event with thoughts and questions, please email keconcordat@universitiesuk.ac.uk.

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